Please note:

While the information contained in this Handbook (compiled in August 2019) is believed to be correct at the time of printing, the Department reserves the right to update, modify or even withdraw specific courses or to change staffing arrangements or assessment procedures where academic developments or unexpected contingencies render such action necessary or expedient in the judgement of the Head of Department. If there are any discrepancies between this document and official University documents, then the University’s documents take precedence.

The University will assume that you are aware of the contents of this Handbook and of the University and Department procedures and regulations.
Welcome to the Department of Literature, Film, and Theatre Studies (LiFTS). We hope that you will enjoy your time at Essex and that you will find your studies with us challenging, inspiring and rewarding. As a member of our postgraduate community you will be part of a dynamic research culture in an interdisciplinary department. Our expertise stretches across literature, creative writing, film studies and production, drama, and journalism. You will be supervised by leading academics in their fields as well as experienced practitioners of international standing.

We have a worldwide reputation for the quality of our research and teaching, with excellent postgraduate prospects. The Department is an exciting and stimulating environment for our postgraduate students, offering plenty of opportunities to engage with your research interests, alongside your formal academic studies, in a variety of ways, including readings, book launches, poetry competitions, Departmental seminars with guest speakers, student conferences, performances in the Lakeside Theatre, screenings and much more. We warmly encourage you to explore and take these opportunities as appropriate to complement your research.

On behalf of the Department, we wish you a wonderful journey as a postgraduate researcher at Essex.

Professor Elizabeth Kuti
Head of Department
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Introduction

This Handbook is designed to provide you with an overview of all the essential information about the University and the Department of Literature, Film, and Theatre Studies. Your Student Handbook provides details of the department, including staff and contact details, facilities and ways to communicate and receive updates, as well as information relating to your course of study at Essex, student feedback and meetings, and University regulations regarding progress, appeals and extenuating circumstances.

At our three uniquely intimate campuses we celebrate diversity and challenge inequality. Whatever your background, race or sexual orientation, you are part of a vibrant community that lives, learns and plays together.

Essex is about more than just getting a degree: we have so much to offer our students! This Student Handbook contains information on your Essex Experience, including the Students’ Union, sports clubs and societies, Essex Sport, Careers Services, campus information, IT support and services and our extensive range of student support and services.

The Student Directory contains a wealth of other helpful sources of information.
Practicalities and Getting Started
You’ve made it to Essex! We’ve outlined below the most important things you need to make sure you do as soon as possible to get your time at Essex started.

Complete your Registration
Whilst you have accepted your offer and made your way to Essex, you still need to officially register yourself. At the start of each academic year, all new and returning students are required to register at the University. Registration is not only a formal procedure of enrolling you into the University, but it also connects you up to a number of vital systems you will need access to, including your IT account. As part of this process, you will need to complete online pre-arrival, physically attend a registration event on campus, and also activate your IT account.

To begin your registration, use one of the links below:
- New students: https://www.essex.ac.uk/welcome/registration
- Returning students: https://www.essex.ac.uk/student/registration/returner-registration

Explore your Campus
There is a broad range of facilities across each of our campuses to support your living and learning experience at Essex. We provide study-based services, like the IT helpdesk and group study pods, but also various food and drink venues and leisure facilities. The Students’ Union also runs a wide range of facilities, bars and general stores. Full details on all on-campus facilities feature on our student webpages and in the campus guide you received with your welcome information when you joined us as a student member.

Get connected

Your IT account
You will need to set up your IT account and create a password through the University website. You will need to register an external email address and passphrase to set up your account. Once you’re set up, you can access your email, log on to lab computers, connect to campus Wi-Fi, and much more.

You must change your password within four weeks of your account being created, and then once every four months after that. You should receive email notifications to change your password shortly before it is due to expire. The easiest way is to change your password. If you have forgotten your password, you can also reset it through this link using your external email address and passphrase. If you have forgotten those also, you should either visit the IT Helpdesk or call 01206 872345. Make sure you keep your password safe and do not share it with others!

Campus Wi-fi
Wi-fi is available across all campuses. Simply find the ‘eduroam’ network on your device and use the same log in details as your IT account to connect up.

Essex Apps
The University has a variety of online systems and platforms designed to enhance your learning and help make processes, such as submitting coursework, easier. We have rounded up the top platforms, portals and apps that you need to know about:

MyEssex
MyEssex is your online account. You can use keep your personal details up-to-date, request replacement registration cards or supporting documents, such as council tax exemption certificates, see how you’re doing on your course, contact the Student Services Hub, and much more.
Pocket Essex

Pocket Essex is the University's official app for students, giving you access to comprehensive information about living and learning at Essex. The app provides an interface of icons that act as a portal through to a variety of useful links, areas and resources. Pocket Essex links to many areas that MyEssex does in a handy app form, but also takes you through to many other key contacts and resources, such as the Students’ Union, FindYourWay and the Library.

Find Your Way

We know that finding your way from one room to another can be challenging to start with. Our Colchester campus in particular can be difficult to navigate with a historically complex room numbering system that leaves even our final year students still baffled! FindYourWay is our interactive campus map that can either be accessed via PocketEssex, downloaded as its own app, or via web browser. It is designed to help you get from A to B on either the Colchester or Southend campuses with quick and easy directions.

Your personal belongings

University insurance cover is very limited for the belongings of students using graduate study rooms. Therefore, you are strongly advised to take out personal insurance cover for your possessions. This is especially important for items of particular value, such as personal electronic devices (i.e., laptops, phones and tablets). The University does not cover costs for personal damage or loss of your possessions; only in instances where the University has been negligent would a claim be viable for compensation for personal belongings.

Right to Study

The University must ensure all students have the right to study at the University of Essex for the whole duration of their course(s). If you require immigration permission to study in the UK, this will be checked when you first register on your course and as necessary thereafter.

For Tier 4 sponsored students, you will have conditions attached to your leave restricting study and work; some nationals are required to register with the Police. You are expected to have the finances in place to pay your tuition fees and living costs throughout your course and do not have access to state housing or benefits.

The Tier 4 rules and guidance include restrictions relating to the length of time you can spend studying in the UK and academic progress; this may mean you are unable to take an academic option offered to you or that we can’t continue to sponsor you under Tier 4. The University has many duties as a Tier 4 sponsor and must ensure we remain compliant in order to retain our Tier 4 licence. Find out more on the University’s website and at: https://www.essex.ac.uk/about/governance/regulations

If you would like to get additional support with your English language skills, you can find helpful information and a range of resources here.

English classes for the dependants of international students and staff (ECDIS)

The Department of Language and Linguistics offers dependants of international students and staff at the Colchester Campus the chance to improve their English language, through our ECDIS programme, at no extra cost. Classes are taught at three basic levels: Elementary (A1/A2), Intermediate (B1/B2) and Advanced (C1/C2) and will focus on listening, speaking, reading and writing.
The Essex Experience

The University and the Students' Union have developed our Student Charter as a part of our ongoing commitment to create an outstanding environment that offers the highest standards of teaching, research and support in an international and multi-cultural community. The Student Charter reiterates that you are a member of the University of Essex community, not just while you are a student or recent graduate here, but for life.

You are welcomed to a truly diverse community where differences are celebrated and individuality is valued. Your contribution is welcomed and encouraged based on your own thoughts and experiences. As part of our community you will have the freedom to explore, experiment, and challenge your discipline and have your ideas shaped by peer and professional knowledge from all over the world.

Your time at Essex will be an experience beyond the classroom; there is so much available to all students so you can make the most of your time at Essex and have a truly unforgettable Essex Experience.

Equality, Inclusion and Diversity

The University recognises the value of diversity and is committed to equality of opportunity within the University. It therefore aims to create the conditions whereby students and staff are treated with dignity and respect, and solely on the basis of their merits, abilities and potential, regardless of race, ethnic or national origin, gender, gender identity, sexual orientation, disability, age, socio-economic background, family circumstances, religious or political beliefs and affiliations, or any other irrelevant distinction.

The University is committed to a programme of action to ensure that this policy is fully effective.

Embrace the Essex Values

We are different at Essex. We are brave, we are bold, and we embrace challenges and drive change. Our values are underpinned by this very culture. While we full heartedly encourage students to challenge the status quo and explore the unknown, we expect that students do so respectfully, intelligently and act as true ambassadors for the University. Read the University's Code of Student Conduct for more details.

The University is a large community engaged in many activities of both an academic and non-academic nature. From time to time, you may feel dissatisfied with some aspect of your dealings with the University and, when that happens, it is important that the issue is dealt with constructively and as quickly as possible without risk of disadvantage or recrimination.

A complaint is defined as the expression of a specific concern about matters that affect the quality of a student's learning opportunities (this is in line with the QAA Quality Code for Higher Education, Chapter B9: Academic Appeals and Student Complaints). The University aims to resolve complaints quickly and informally.

You can find the complaints procedure and the forms here.
Essex Spirit, social media and events

Keep up-to-date with important news, events and offers from across the University with our Essex Spirit newsletter, delivered directly to your Essex email address.

Follow us on social:

Facebook: /uniofessex
Twitter: @Uni_of_Essex

Our Events calendar brings together all the events happening across our three campuses, so you can make the most of your time at Essex.

http://www.essex.ac.uk/events

International Students

We are proud to be a global community and we recognise that living and studying in the UK may be very different from your own country.

Essex has a wide range of support covering academic and health and wellbeing issues. Our friendly and professional staff will be able to guide, give advice and assist you during your time at Essex.

Mature and part-time students

We appreciate that studying as a mature student can present challenges. This is particularly true if this is your first experience of higher education and you have other commitments and responsibilities to meet, such as work and family. We want you to be aware of the support available so that you can make the most of your time at Essex.

Student Ambassadors

Be a Student Ambassador, make a difference to others and also make a difference on your CV! Student Ambassadors help to promote the University and higher education. You'll be a valued part of the Student Recruitment and Outreach teams. Keep an eye out for Student Ambassador vacancies on CareerHub+ in January.

Essex Sport

Be active at Essex! Learning doesn't just happen in the classroom. Keeping active during your studies can help relieve stress, increase productivity, provide a sense of community and improve your employability.

Essex Sport offers a great range of sport courses, social active sessions, over 300 fitness classes a month and a state-of-the-art gym, so there's something for everyone!

Visit the Essex Sport website or download the app to discover all the ways you can keep active during your time at Essex.

Students’ Union

We’re famous for our Students’ Union at Essex, and for good reason. Here you’re not just a member of a normal Students’ Union; you’re part of a family. We’re here to cheer you on as you walk into exams and to help you absolutely destroy the competition in interviews and land your dream job. The Students’ Union is run by students for students, and you have the ability to shape what we do. From suggesting what we serve in our
venues, to changing aspects of your course, we are here to represent you and work with you to make amazing things happen. There are opportunities to join 45 different Sports Clubs, to get involved with our BUCS teams which offer a wide individual championships programme of activities taking place across the year and lots of competitions take place on Wednesdays and weekends, or if you don’t want to commit to a regular team check out our Just Play programme of activities.

**Get involved**

We have 120 existing [Societies](#) where you can meet people with similar interests, challenge yourself with something new or, if you can’t find what you’re looking for, start your own society!

Furthermore, we have our very own letting agency [SU Homes](#) designed to offer help and support for students to find off campus accommodation.
About the Department of Literature, Film, and Theatre Studies

Meet the team
A full list of all academic and professional services staff for the Department of Literature, Film, and Theatre Studies can be found on our website.

Below is a summary of the roles of staff that you are likely to be in contact with most frequently.

Administrative staff and responsibilities

<table>
<thead>
<tr>
<th>Role</th>
<th>Name</th>
<th>Contact details</th>
<th>Responsibilities</th>
</tr>
</thead>
</table>
| **Department Manager**                    | Dr Daniela Wachsening | Office: 5NW.6.12  
Email: d.wachsening@essex.ac.uk  
Phone: 01206 872604 | Responsible for the overall administration of the Department                        |
| **Deputy Department Manager**             | Rachele Winn      | Office: 5NW.6.14  
Email: rachele@essex.ac.uk  
Phone: 01206 872611 | Responsible for student administrative and pastoral issues (undergraduate students) |
| **Senior Student Administrator**          | Deanna McCarthy   | Office: 5NW.6.16  
Email: dlmcca@essex.ac.uk  
Phone: 01206 872176 | Responsible for all general administrative matters for postgraduate taught and doctoral research students |
| **Student and Academic Services Administrator** | Katherine Dickerson | Office: 5NW.6.16  
Email: kd18488@essex.ac.uk  
Phone: 01206 873282 | Responsible for all general academic and non-academic matters for all students in the Department |
| **Student and Academic Services Administrator** | Lisa Lewis       | Office: 5NW.6.16  
Email: lisa.lewis@essex.ac.uk  
Phone: 01206 872417 | Responsible for all general academic and non-academic matters for all students in the Department |

For any postgraduate queries, please contact liftspg@essex.ac.uk in the first instance.
For any other general queries, please contact the General Office on liftstt@essex.ac.uk, tel. 01206 872626 or visit room 5NW.6.16
## Academic staff and responsibilities

<table>
<thead>
<tr>
<th>Role</th>
<th>Name</th>
<th>Office</th>
<th>Email</th>
<th>Phone</th>
<th>Responsibilities</th>
</tr>
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<tbody>
<tr>
<td><strong>Head of Department</strong></td>
<td>Professor Elizabeth Kutti</td>
<td>5NW.6.13</td>
<td><a href="mailto:ejkuti@essex.ac.uk">ejkuti@essex.ac.uk</a></td>
<td>01206 873408</td>
<td>Responsible for leading and managing the Department and for the Department’s overall academic provision</td>
</tr>
<tr>
<td><strong>Director of Graduate Studies</strong></td>
<td>Dr Liam Jarvis</td>
<td>5NW.4.1B</td>
<td><a href="mailto:ljarvis@essex.ac.uk">ljarvis@essex.ac.uk</a></td>
<td>01206 874764</td>
<td>Responsible for PGR admissions, overseeing the postgraduate activities in the Department and for your general academic well-being</td>
</tr>
<tr>
<td><strong>Director of Research and CADENZA Co-ordinator</strong></td>
<td>Professor Katharine Cockin</td>
<td>5NW.4.5</td>
<td><a href="mailto:k.m.cockin@essex.ac.uk">k.m.cockin@essex.ac.uk</a></td>
<td>01206 876332</td>
<td>Responsible for any research matters and for the strategic development of the Department’s research activity</td>
</tr>
<tr>
<td></td>
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<td></td>
<td></td>
<td></td>
<td>Responsible for the CADENZA coordination for Graduate Teaching Assistants in the Department</td>
</tr>
<tr>
<td><strong>Deputy Director of Research</strong></td>
<td>Matthew De Abaitua</td>
<td>5NW.4.17</td>
<td><a href="mailto:mjdeab@essex.ac.uk">mjdeab@essex.ac.uk</a></td>
<td>01206 872853</td>
<td>Deputises for the Director of Research Responsible for any research matters and for the strategic development of the Department’s research activity</td>
</tr>
<tr>
<td><strong>Employability Director</strong></td>
<td>Dr James Canton</td>
<td>5NW.4.4</td>
<td><a href="mailto:jcanto@essex.ac.uk">jcanto@essex.ac.uk</a></td>
<td>01206 872446</td>
<td>Responsible for the development and enhancement of employability provision for the Department</td>
</tr>
<tr>
<td><strong>Ethics Officers</strong></td>
<td>Professor Karin Littau (Autumn and Summer term)</td>
<td>5NW.5.13</td>
<td><a href="mailto:klittau@essex.ac.uk">klittau@essex.ac.uk</a></td>
<td>01206 872629</td>
<td>Responsible for all matters relating to research ethics in the Department, including ethical approval of research projects involving human participants</td>
</tr>
<tr>
<td></td>
<td>Professor Jeffrey Geiger (Spring term)</td>
<td>5NW.5.11</td>
<td><a href="mailto:j.geiger@essex.ac.uk">j.geiger@essex.ac.uk</a></td>
<td></td>
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</tr>
<tr>
<td><strong>GTA Co-coordinator</strong></td>
<td>Dr Sean Seeger</td>
<td>5NW.4.18</td>
<td><a href="mailto:saseeg@essex.ac.uk">saseeg@essex.ac.uk</a></td>
<td>01206 874502</td>
<td>Responsible for the co-ordination and training of Graduate Teaching Assistants in the Department</td>
</tr>
<tr>
<td><strong>CADENZA Co-ordinator</strong></td>
<td>Dr Jordan Savage</td>
<td>5NW.4.4A</td>
<td><a href="mailto:jksava@essex.ac.uk">jksava@essex.ac.uk</a></td>
<td>01206 874135</td>
<td>Responsible for the CADENZA coordination for Graduate Teaching Assistants in the Department</td>
</tr>
<tr>
<td><strong>Postgraduate Research Student Representative</strong></td>
<td>Jack Rutherford</td>
<td></td>
<td><a href="mailto:jr18977@essex.ac.uk">jr18977@essex.ac.uk</a></td>
<td></td>
<td>Responsible for the representation of PGR students on department and University committee meetings</td>
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Your Supervisor
You will have had a supervisor appointed to you at the admissions process. You are expected to have regular contact with your supervisor during your studies and they should be the first port of call for any concerns/problems.

Supervision of Research Students during periods of leave
Academic Staff serving as supervisors of postgraduate research students will, on occasion, take periods of research leave for research purposes. During some periods of research leave, supervisors may not be in residence at the University. It is incumbent upon the supervisor, with the approval of the Director of Graduate Studies, to develop a plan for the continuing supervision of students during periods of research leave. In making such arrangements, it is the policy of the department that:

a) Members of staff are expected to continue to carry out their role as Supervisor during periods of research leave.
b) Members of staff on research leave are not expected to attend Supervisory Panels, but are expected to provide a written assessment of progress.
c) Members of staff on research leave should make arrangements for continuing contact with their supervisees, whether through face-to-face meetings, or through some form of remote communication,
d) In cases where a member of staff plans to be out-of-residence for an extended period during their research leave, an alternate member of staff should be named (by the Graduate Director, in consultation with the Supervisor) as a local contact for the supervisee student. The local contact is not meant to act as a substitute supervisor (see point (A) above) but to serve as a designated point of contact in the Department during the period when the Supervisor is out-of-residence.

Support within the Department
Any problems you may have should be discussed with your supervisor, but the Director of Graduate Studies is also happy to advise you on any practical, research related matters or matters relating to the University’s formal requirements. Should you at any stage feel dissatisfied with the treatment you are receiving from your supervisor, you should raise the matter with the Director of Graduate Studies, who is always prepared to discuss any issues in the strictest confidence.

If your supervisor happens to be the Director of Graduate Studies, you should approach the Head of Department. If you feel unable to approach a member of the Department, you may contact the Deputy Dean of Postgraduate
Postgraduate Peer Mentors
However closely you establish working relations with your supervisor and however close the attention paid to your work by members of your Supervisory Panel, research can often be a lonely undertaking. Amongst other programmes, the Postgraduate Peer Mentoring scheme is designed to introduce new students to the Departmental postgraduate community. At the start of your first year of study, you will be allocated a Peer Mentor, usually a second or third year postgraduate research student in the department, who will help you settle in to your studies and be on hand to answer any queries that you may have.

Funding your research

Proficio
Substantial support for your professional training and research expenses is provided by Proficio.

Proficio is our innovative professional development scheme for postgraduate research students, unique to Essex. Proficio is designed to provide you with the resources to maintain the highest levels of research skills, plan your research degree effectively and tackle problems common to researchers. Proficio courses will offer you the opportunity to develop skills and articulate them to either academic or non-academic employers confidently and effectively. They also enable you to network with other postgraduate research students.

As a postgraduate research student you are automatically registered on the Proficio system and can use your University of Essex password and username to book courses and to check your funding.

Departmental resources and facilities
A wide range of facilities and resources are available for all students to access and use as part of their study at Essex. Each department and school also has a selection for the exclusive use of their students.

Below is a summary of the facilities and resources that are likely to be most useful to you:

Literature, Film, and Theatre Studies General Office
The General Office is located on floor 6 in 5NW.6.16 (take the entrance next to Santander on Square 4 and follow the signs) and is open from Monday-Friday from 10.00am-4.00pm (closed for lunch between 1.00pm-2.00pm).

Literature, Film, and Theatre Studies Common Room and Kitchen
You are warmly invited to use our Department’s Common Room (5NW.6.1) and adjoining kitchen, both of which have tea/coffee making facilities and are open from Monday-Friday 9.00am-5.00pm.

Postgraduate Study Room
A Postgraduate Study Room (5NW.5.15) and two PhD Study Rooms (5NW.5.12 and 5NW.5.14) with networked computers, a printer, desk space and shelves is available for research students’ use. As these rooms are shared by many people, we ask that students please fully vacate any desks at the end of each visit and PCs are made available for others to use as required.

For health and safety reasons, we cannot allow the storage of any perishable food items in the Study Room. Tea/coffee may be stored in sealed and labelled containers. We strongly advise that you do not leave valuables in the room.
You can sign out a key for the Postgraduate Study Room from the General Office on a termly basis or for the length of the academic year. A nominal deposit of £5.00 is required when signing out any keys which will be reimbursed when the keys are returned.

**Printing, photocopying and scanning**

All students can print, copy and scan for free at Essex! There are over 100+ multi-function devices that can be used at various locations across our three Campuses, including in the following areas:

- All IT labs
- Silberrad Student Centre
- Albert Sloman Library
- Orangery
- Limehouse
- Roding House and Unit 4 (Loughton)
- Gateway Building (Southend)
- The Forum (Southend)

Simply log in to the devices using your Essex login and password, or tap with your student card. These devices can also scan to email and feature mobile printing. Whilst printing is free for all students, please think of your carbon footprint and only print if necessary.

Premium services (chargeable) for printing and finishing, including binding your documents for presentational purposes are available at The Copy Centre (Square 4).

Please note that there are strict laws about infringement of copyright; more information can be found on the library website which explains what and how much you are permitted to copy. Usage is monitored and subject to a fair use policy.

https://library.essex.ac.uk/copyright

**Noticeboards**

Every department and school has their own noticeboard(s) providing information on staff, courses and classes, updates, careers, events and opportunities. Various information is displayed around the Department's noticeboards on floors 4, 5 and 6. The Graduate noticeboard is on level 6 near the General Office.

**Film Library**

Our Departmental Film Library has a vast collection of movies and documentaries. Students are welcome to borrow DVDs for up to two days at no cost from the General Office. The film library is catalogued electronically and searchable via the Department website.

**Royal Literary Fund Fellows**

The Royal Literary Fund exists to help writers, and champion good writing. It provides a resident fellow, here at Essex, to help our students with the writing of their essays, dissertations, theses, or even job and grant applications.

This year, the fellow is Louise Millar, a published novelist and editor. If you would like to take up Louise’s advice, please book your slot in the General Office or email lifsttt@essex.ac.uk for available appointments. The service is entirely free, confidential and independent of the University.

**Communication**

It is important to keep up to date with information relating to the department and course. This section also summarises how the department will communicate updates with you and provides some guidance on communicating with University staff.
The University’s policy is to use e-mail for routine communication between staff and students. Your Essex e-mail address will have been added to the relevant e-mail groups specific to your department, course and modules to ensure that you receive the essential information, updates and general communication related to your study and issues that may affect you. It is therefore vital that you check your Essex email regularly. It is recommended that you check your Essex email each day to ensure you do not miss any important updates to classes and assessment.

If you are elected to a Student Representative position or volunteer in another form or means, it is even more important to regularly check your Essex email as should other students and staff need to get in touch, they will do so via your Essex email.

You will also automatically be subscribed to a small number of opt-out lists, again, based on your course. These will be used to send useful information and, while some of this may be about events, marketing or other opportunities, we try to avoid sending too much. You are able to opt in or out of such lists.

Our website
Each department and school has its own section of the University website. This is an important source of information and news about all aspects of your studies. You can find the Literature, Film, and Theatre Studies website here.

By telephone
You will only be contacted via phone in emergencies, or when it is otherwise necessary to receive an immediate response, but you should ensure that you provide the University with a contact number with your personal details.

By text message
In instances where a last-minute change has been made, and the department needs to communicate this with short notice, you may receive a text message to communicate the change, such as a cancellation of a supervisory panel meeting due to unforeseen circumstances. You should ensure that you provide the University with a contact number with your personal details.

By letter
Letters may be attached to your Essex email or posted to your term-time address, so please make sure the University has got your current contact details. Your address and contact details can be updated via the MyEssex portal.

Social Media
You are very much encouraged to visit, like or follow, and interact with our departmental Facebook and Twitter pages which are frequently updated with a range of news, information, reflections, anecdotes, and events taking place in and around the Department and the University. These pages contain a mix of informative, thoughtful and light-hearted entries and showcase our diversity, vibrancy and accomplishments at all levels of study and research. They are a good way of keeping in touch with what is going on in the Department and at the University as a whole.

Additionally, the Department has its own blog which features contributions from both staff and students. Postgraduate students are invited to become bloggers and use the site as an alternative outlet to share their creative work, advice and experiences. Please contact the General Office if you are interested in writing for the blog.

Departmental Open Seminars
Throughout the academic year, our Department will host a series of Open Seminars and talks, centred around our various Department disciplines. These seminars and talks bring together leading external scholars, academic staff and postgraduate students in the Department, to discuss new research or work in progress.
The seminars are also an opportunity for our postgraduate researchers to present key concepts of their theses. You are warmly encouraged to attend these events which will be useful to the development of your studies and allow you to gain new perspectives on current research.

The seminars are co-ordinated by Dr Holly Pester.

Seminars are advertised in advance via your Essex email, the Department’s webpage, Facebook and Twitter pages, and on the Graduate noticeboard and in the Common Room on level 6.

**In Progress...**

During the Autumn and Spring terms, our postgraduate researchers organise a work and social get-together entitled *In Progress*. The format of these evenings is for one student to present on their research, followed by a Q&A session. This is a great opportunity for the student presenting their work to get peer feedback, for our research students to hear the amazing array of research going on in the Department, and for everyone to get to know each other better. Postgraduate taught students are also invited to contribute with their own talks in the Spring term and the sessions are open to all.

If you would like more information, please contact liftspg@essex.ac.uk

**PhD Conference**

A PhD conference - organised by and for doctoral researchers in the Department - is normally held every year, usually in May/June. This is an exciting opportunity for you to join doctoral researchers, academic staff and other students in the Department to present your research materials and share your ideas. There may also be an opportunity for your papers to be published. We also always encourage and look forward to your contribution to the Department’s blog, writing about your experience organising and/or presenting at the Conference, or sharing your reflections on some of the proceedings.

The Department has a budget allowance available for the organisation of the PhD conference. The budget for the agreed outline of the event is overseen by the Director of Graduate Studies and the Department Manager. If you would like to be involved with organising the event, please bring a proposed outline of the conference to the Senior Student Administrator for an initial discussion.
Learning and Teaching

The University is committed to providing equal opportunities for all our students regardless of where or how you study. Our diverse student population is taken into account when developing the resources, services and facilities on and off campus, when we create our courses, write publications and course materials, and set our policies and regulations.

The nature of doctoral studies

From the first day of your research, plan your work so that you can realistically expect to submit your thesis for examination by the end of three years. While doctoral projects need to be both comprehensive and original, for any research project, it is wise to limit the scale and scope of what you do to what you can achieve in a set period of time. To work within limits allowed by the time available is part of the exercise of research itself.

A decision to pursue research implies that you are keenly motivated and interested in your chosen subject, and you have already started examining your primary sources. The opening phase of research can be bewildering unless you devise a clear strategy from the outset. This includes the working out of a general plan of research, the initial conceptualisation of the problems likely to arise, and a preliminary review of the most relevant literature. As you move further into the subject, you may well find that the plan changes and that the problems turn out to be somewhat different from those you had initially foreseen. But after three months’ work, it should be possible for you to have a very clear idea of what you are aiming for, and by this stage you should be conversant with secondary sources and examining your primary sources in depth. Your major effort at investigating these and drafting your chapters will probably come between the end of your first term and the midpoint of your third year. This leaves the second half of your third year for revising the thesis into its final version.

Completing on time

Your original research proposal should have been feasible and realistic with regard to your project aims, output and proposed timeline. If you stick to this timeline and meet all the milestones relevant for each stage of your study, you should be in a position to submit your thesis within three years (six years for part-time students).

MA by Dissertation students should be in a position to submit within one year and MPhil students within two years. It is important to remember that, if you are a recipient of a scholarship, your funding will normally only be awarded for three years and will not cover any applicable completion period.

Sometimes unforeseen circumstances (such as illness, personal circumstances etc.) do cause delays in submission. However, there are often common problems which can be avoided:

- **Lack of planning and research** in the early stages/first year of study. You should use the feedback from your meetings with your supervisor and your Supervisory Panels in order to focus your work and agree realistic aims to meet throughout your study.
- **Poor record-keeping.** You should make sure your notes from all stages of your research are organised, indexed and referenced correctly and clearly.
- **Over-perfectionism.** You need to recognise the point at which to move on to your next stage of study/research rather than continually seek to polish and perfect the work you have already done (particularly in the writing up stage).
- **Demands on your time.** Sometimes it is necessary for students to undertake paid part-time/freelance work to support their studies. Teaching experience can be very valuable but financial and other benefits need to be weighed against the impact on your research time. Remember that full-time postgraduate research students are students for twelve months of the year.
Timetable of study

A typical timetable would look like this:

| First year (first term of your research) | Planning, conceptualisation, reading, writing a critical review of the secondary literature in your field, establishing your position regarding it, and identifying the sources you intend to use. You should keep a critical bibliography of the material you are reading. |
| First year (second term of your research) | You should now be working on the primary materials of your thesis, writing draft chapters as soon as possible. |
| Second year | The process of investigation and writing continues. |
| Third year (first term) | The completion of draft chapters. |
| Third year (second term) | Revision of your thesis into a final version ready for submission, inclusive of the notes, bibliography and an abstract. |

This is a broad description of a typical pattern of progression from first to third year of the thesis.

Periods of study

<table>
<thead>
<tr>
<th>Research degree</th>
<th>Students first registered between 2008-09 to 2017-18</th>
<th>Students first registered from 2018-19 onwards</th>
</tr>
</thead>
<tbody>
<tr>
<td>Masters by Dissertation (MA or MSc by dissertation)</td>
<td>Mode</td>
<td>Minimum</td>
</tr>
<tr>
<td>FT</td>
<td>One year</td>
<td>Two years</td>
</tr>
<tr>
<td>PT</td>
<td>Two years</td>
<td>Three years</td>
</tr>
<tr>
<td>Master of Philosophy (MPhil)</td>
<td>FT</td>
<td>Two years</td>
</tr>
<tr>
<td>PT</td>
<td>Four years</td>
<td>Five years</td>
</tr>
<tr>
<td>Doctor of Medicine (MD)</td>
<td>PT only</td>
<td>Two years</td>
</tr>
<tr>
<td>Doctor of Philosophy (PhD)</td>
<td>FT</td>
<td>Three years</td>
</tr>
<tr>
<td>PT</td>
<td>Six years</td>
<td>Seven years</td>
</tr>
</tbody>
</table>
**Doctor of Philosophy Integrated (PhD)**

<table>
<thead>
<tr>
<th></th>
<th>FT</th>
<th>Four years</th>
<th>Five years</th>
<th>Four years</th>
<th>Up to one year</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>PT</td>
<td>Eight years</td>
<td>Nine years</td>
<td>Eight years</td>
<td>Up to one year</td>
</tr>
<tr>
<td>Professional Doctorate</td>
<td>FT/PT</td>
<td>See individual programmes</td>
<td>See individual programmes</td>
<td>See individual programmes</td>
<td>See individual programmes</td>
</tr>
</tbody>
</table>

**The academic year**
The academic year uses a week numbering system that covers the 52 weeks of a calendar year, but corresponds to typical term dates. So, the start of the academic year is week 1, which is Welcome week.

<table>
<thead>
<tr>
<th>Term</th>
<th>Week numbers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Autumn</td>
<td>2-11</td>
</tr>
<tr>
<td>Spring</td>
<td>16-25</td>
</tr>
<tr>
<td>Summer</td>
<td>30-39</td>
</tr>
</tbody>
</table>

You can view the University’s week numbers with the equivalent dates in the week by week [calendar](#). The University’s [key dates](#) include an overview of the start and end of each term and exam periods.

**Department PhD Milestones 2019/20**
The PhD, MPhil and MA by Dissertation 2019/20 Milestones can be found [here](#).

**Department PhD Milestones prior to 2019/20**
PhD Milestones for students who started their studies before 2019/20 can be found on Moodle:
- Students who began their studies in 2015/16 can find the PhD Milestones [here](#).
- Students who began their studies in 2016/17 can find the PhD Milestones [here](#).
- Students who began their studies in 2017/18 can find the PhD Milestones [here](#).
- Students who began their studies in 2018/19 can find the PhD Milestones [here](#).

**Postgraduate Research student responsibilities**
As a Postgraduate Research student, you have a responsibility to:
- Read the [documentation](#) provided, including the [regulations](#) for your degree, the [Code of Practice](#) and details of the departmental supervisory arrangements.
- Attend meetings with your supervisors and Supervisory Panels as arranged, and prepare adequately for them, notifying your supervisor in the event of unavoidable absence.
- Keep in regular contact with your supervisor. Students and supervisors are required to communicate, whether face-to-face or by electronic means, to engage in discussion/review of the student's work and progress at least once a month (and bi-monthly for part-time students).
- Provide updates on progress as outlined in the [Progress and Appeals Procedures for Research Degree Students](#).
- Carry out, as far as possible, the work agreed with your supervisor and submit written work as agreed so that you meet the required milestones.
- Familiarise yourself with the [departmental milestones](#) for your degree and the requirements for your chosen thesis format. The milestones are designed to help you submit your thesis by the deadline and are used to assess your progress during your period of study. The milestones will be considered at your Research Students’ Progress Board (RSPB) which takes place twice a year (or equivalent for part-time students). It’s important
you review your milestones regularly to ensure you’ll be ready to submit your thesis by the required date.

- Familiarise yourself with University and subject-specific guidelines on ethical research, including data protection matters, and with health and safety and intellectual property regulations and obtain ethical approval as appropriate.
- Familiarise yourself with the expectations and conventions regarding academic referencing other people's work.
- Attend any research training and generic skills courses as agreed with your supervisor
- As requested, submit reports on progress to professional practice and research supervisors, Supervisory Panels, or the departmental Research Students' Progress Board.
- Keep a record of your personal progress, including a copy of agreed training needs, courses that need to be attended and when they are attended. This may take the form of a log book or research portfolio to be signed off by your supervisor.
- Inform the relevant supervisor promptly if there are any specific needs or circumstances likely to affect your work. Notify the Supervisory Panel/Research Students' Progress Board in writing of any extenuating circumstances that you believe have significantly affected your performance.
- Discuss any supervisory problems with your supervisor or the Head of Department. Alternatively, if you feel unable to talk to a member of the departmental staff, please contact the Postgraduate Research Education Team to discuss the concerns. Any discussions will remain confidential if requested. Students may request a change of supervisor but should note that it may not always be possible for suitable alternative arrangements to be made.
- You must present your thesis for examination by the end of the final term of your standard period, or by the end of the prescribed completion period.
  - A request for an extension of up to two weeks to the submission deadline may be made. Requests must be made to the Postgraduate Research Education Team in advance of the deadline. If granted an extension, you will not be expected to register or pay the prescribed fee for that two-week period.
  - If you fail to present your thesis for examination by the deadline, you will be deemed to have withdrawn permanently from the University and from your research degree, unless you are permitted an exceptional further period of completion.
  - Extenuating circumstances that affect your ability to submit your thesis by the agreed deadline will be considered by the Dean on a case-by-case basis.
- Familiarise yourself with the guidelines on thesis submission and with the examination process and ensure that you are prepared for your viva voce examination.

Student Staff Partnership

Your most important academic contact in the Department is your supervisor, who is normally appointed for the duration of your study for the PhD, MPhil or MA by Dissertation degree. Your supervisor will advise you about all intellectual aspects of your research, including your research methods, your sources, and literature to be consulted. Any written work you do, including draft chapters of the thesis, will be read in the first instance by the supervisor.

The supervisor has overriding responsibility for the individual student, and their main responsibilities are as follows:

- Maintaining regular face-to-face contact with students at least once a month (bi-monthly for part-time students) until the thesis has been submitted and, if this arises, during any referral period and corrections. In the case of distance learning students, supervisors must maintain regular contact with the student through electronic and/or other means such as Skype/Zoom.
- Maintaining regular contact with the student in order to provide general guidance on the research project as a whole and specific assistance on matters of detail; ensuring that the student prepares written work for discussion and criticism according to an agreed timetable.
- Familiarise themselves with the University regulations for research degrees and associated policies, the Code of Practice, and the departmental supervisory arrangements and conduct their supervision in line with the expectations set out in the above documents.
and as part of standard departmental practice. Provide guidance about the nature and standard of research work expected, including advice on attainment that standard, together with advice on academic practice in the discipline, matters of research design, ethical issues, and appropriate health and safety issues. Supervisors should make it clear to each research student that it is possible for the research and writing up to be completed within the Standard/Minimum period and provide guidance on the appropriate volume of research work for the degree in question. They should also assist each research student in developing a clear timetable of work and emphasise the importance of keeping to it.

- **Offering individual support to the student** by helping him/her surmount disappointments, crises of confidence, etc.
- **Request written work** as appropriate and comment on such work within a reasonable time.
- Supervisors must encourage their students to read the Academic Offences Policy. Supervisors are encouraged to conduct formative exercises to run student’s work through plagiarism detection software in their first term of study.
- Be **reasonably accessible to students** and advise them of any lengthy absences which will change the routine of monthly meetings. Keep each student well informed in advance about any prospective periods of leave and the planned supervisory arrangements during the leave.
- **Identify and record the student’s training needs** at the beginning of their studies and review them on a regular basis and at least every Supervisory Panel. Ensure that the student has opportunities to develop appropriate generic and research skills and that a record of course/workshop completion and attendance is kept.
- Keep a **record of dates of formal supervisions** with the student and of written work submitted, including the feedback and when it was provided, which can be produced later if necessary. In addition, when supervising a student with a Tier 4 visa provide monthly confirmation, via the appropriate proforma, of contact with the student.
- Report on each student’s progress to the Supervisory Panel indicating what has been achieved, advising the Panel where they believe that the student is unlikely to reach the standard for the degree for which they are registered or where progress is slow, and ensure that the chair of the Panel forwards a report on the Panel to the Director of Graduate Studies in time for the next Research Students’ Progress Board meeting.
- Warn and advise students in writing, with a copy to the Director of Graduate Studies, where work is not of the appropriate standard or is being produced too slowly, and of steps that might be taken to remedy the situation.
- **Liaising with the Director of Graduate Studies**, and reporting when necessary to granting-awarding bodies on the progress of students in receipt of awards.
- Ensure that students understand the requirements of the degree, provide **guidance on the examination process**, help students to prepare for the viva voce examination, and direct the student to appropriate training.
- The supervisor and Head of Department are responsible for approving the proposed title for the thesis, which indicates that the thesis is close to submission. The **Approval of Title Form** should be submitted to the Postgraduate Research Education Team at least two months prior to submission in order for the appointment of the examiners process to start.
- Nominate examiners for a candidate’s thesis in **appropriate time**.
- The supervisor should not normally be present during the viva but is **encouraged to be in the Department on the day** to support the candidate at the conclusion of the viva. With the permission of the candidate and the examiners, the supervisor is permitted to be present when the examiners inform the candidate of the result of the viva.
- **Writing references**. Where appropriate, encourage students to think about their subsequent employment, and possible future career trajectories, and direct the student to suitable sources of training, advice and support.

A supervisor may recommend that their postgraduate researcher attend a particular taught course in the Department (or in another department). If a student wishes to attend such a course you must obtain the consent of your supervisor beforehand. You must also obtain the permission of the course tutor before the course begins and make yourself fully aware of the tutor’s conditions of permission, especially of the level of participation the tutor requires.
Any student may attend any lecture given in the University.

The supervisor and the postgraduate researcher will arrange a working timetable at the start of their relationship. The norm is one meeting a month, but meetings may be more frequent during the first months of your research, and again as the writing of the thesis nears completion.

**PhD, MPhil and MA by Dissertation submission requirements**

Each copy of the thesis/dissertation should contain a summary or abstract not exceeding 300 words. Word limits include quotations but exclude appendices, references and footnotes (as long as the latter does not contain substantive argument).

**Criteria for Award of PhD (Doctor of Philosophy) (subject to passing viva voce examination)**

Critical projects in Literature, Film, Journalism or Theatre Studies:

- A thesis of **80,000** words.

**Specification of submission materials for PhD projects involving original creative input**

**PhD in Creative Writing** (word lengths may vary depending on genre):

- A novel or collection of short stories (**30,000-100,000** words) plus critical commentary (**35-40,000** words)
- A collection of poems (**50-100** pages, the length of a standard collection of poetry, roughly **10,000-20,000** words) plus critical commentary (**35-40,000** words).

**PhD in Film Studies (Creative Practice):**

- An original screenplay or equivalent short screenplays (**80-120** pages, equivalent to **80-100+** minutes of screen time, roughly **30,000** words) plus critical commentary (**40,000** words)
- A full-length film or equivalent short films (**80-120** minutes screen time), sample screenplay excerpt (**10,000+** words), critical commentary (**30-40,000** words).

**PhD in Theatre Studies (Playwriting):**

- An original full-length play or equivalent short plays (**70-100** pages or **70–150** minutes playing time, **20-30,000** words) plus critical commentary (**40,000** words).

**PhD in Theatre Studies:**

- Desk-based/critical PhD projects in Theatre Studies require a submission that is up to **80,000** words in length.
- Practice-as-Research (PaR) projects in Theatre Studies require a critical commentary (**40,000** words) and equivalent submission in practice. Depending on the specific demands of the research project (to be negotiated with the PhD candidate’s supervisor), the practical submission can take the form of a range of outputs; e.g. performances, recorded workshops, scripts etc.

If you are planning on submitting a creative thesis **significantly above the 80,000 word limit**, you must seek permission from the Dean for your total word count before submitting your thesis. Your thesis may not be accepted by the Postgraduate Research Education Team if you have not sought Dean permission.
Criteria for Award of Master of Philosophy (subject to passing viva voce examination)

Specification of submission materials for the MPhil (critical projects in Literature, Film, Journalism or Theatre Studies):

- A thesis of 50,000 words.

Practice-as-Research (PaR) projects require:

- A critical commentary (25,000 words) and equivalent submission in practice. Depending on the specific demands of the research project (to be negotiated with the PhD candidate’s supervisor), the practical submission can take the form of a range of outputs; e.g. performances, recorded workshops, scripts etc.

Criteria for Award of Masters by Dissertation (subject to passing viva voce examination)

Specification of submission materials for the MA by Dissertation (critical projects in Literature, Film or Theatre Studies):

- A dissertation of 30,000 words.

Practice-as-Research (PaR) projects require:

- A documentation of creative practice together with a 10,000-20,000-word critical commentary. The practical submission can take the form of a range of outputs; e.g. performances, recorded workshops, scripts etc.

Supervisory Panels

The Supervisory Panel and responsibilities

The Supervisory Panel is responsible for formally monitoring students’ progress and reports to the Department’s Research Students’ Progress Board.

Departments set up a Supervisory Panel for every student being examined by thesis or dissertation only - whether registered for a PhD, MPhil, or MA by Dissertation.

The system of Supervisory Panels is designed to give you fresh perspectives on your work, and the benefit of the research experience of qualified staff other than your supervisor. It is also designed to guide you in keeping to the timetable of work agreed as well as to provide you with experience of defending your work.

At the meeting, which will last for one hour, the panel will critically (but constructively) discuss your submission and ask questions about past and future work on the thesis. Panel meetings complement and should not replace or repeat normal supervision.

At each meeting in the year, the Panel will make a recommendation to the Research Students’ Progress Board (RSPB) that you be allowed to continue, or that you be required to discontinue with your studies, or that you alter your status.

Supervisory Panel members

The Panel is composed of the supervisor(s) and one or two other members of academic staff. The latter are chosen on the basis of their competence to comment on the empirical or thematic substance of a student’s work, or to comment on structural or procedural issues.

The Supervisory Panel should be chaired by a Panel member who is not supervising the student who will write up the Supervisory Panel report and circulate to all members to sign and verify. It is the responsibility of the supervisor to nominate the members of the Supervisory Panel, and for the Director of Graduate Studies to ratify the composition of the Panel.

During the final six months before submission of your thesis, no member of staff who is nominated as your internal examiner may comment on drafts of the thesis or offer a judgement as to the overall quality of the thesis.
Supervisory panel reports: progression and criteria

After each Panel meeting, the chair of the Supervisory Panel will be required to complete a short report which is considered by the Department's Research Students’ Progress Board (RSPB). The report may make suggestions for improvement. The Panel will rate your progress on a scale from 1 (Excellent) to 5 (Unsatisfactory).

You must sign the Supervisory Panel report to show that you have read it and send it back to the Senior Student Administrator by the date given in the email sent to you.

All Supervisory Panel report forms up require comments to be entered under the following set of criteria:

- Record of supervisory contact and meetings since last Panel and supervisor’s comments on current progress
- Report on discussion of submitted work (identifying strengths and weaknesses)
- Outline of the student’s achievements and skills enhanced to date
- Outline of Milestones met for current year of study
- Recommendations for work before the next Panel
- A discussion of the extenuating circumstances presented to the Panel (if applicable)
- Confirmation and discussion of ethical approval (if applicable)

Additional criteria are, however, required at two stages of the candidate’s progression:

(1) Confirmation of PhD Status (at the end of the first year of study)

Doctoral researchers will be registered for a Standard/Minimum period (three years for full-time students; six years for part-time students) with an initial registration status as an MPhil/PhD student. Students are supervised as PhD students but PhD status will need to be confirmed at the end of their first year of study.

In the first year, towards the end of the third term of study (end of the second year for part-timers), the second Supervisory Panel of the year will be the Confirmation Panel. The Panel will review the evidence to confirm whether progress and work is at PhD level.

In order to decide whether to confirm PhD status, the Supervisory Panel will apply the following criteria:

For critical / theoretical PhDs

- The student has completed a review of the secondary literature in the field, established a critical position in relation to it, and identified the major primary and secondary sources to be used.
- The student is advanced in examining secondary sources, has demonstrated this in a substantial draft chapter outlining the conceptual framework of the thesis, and has begun to examine primary sources.
- The student has adequately formulated the topic and produced a clear outline of the thesis, together with a plan of work for the remainder of the minimum period.
- The quality and quantity of work so far produced indicates the student has an original thesis that can be completed on time. The expectation is that the student has produced 15,000 words of quality research writing in total (material that has been submitted to the first Supervisory Panel can count as part of this total, as does other quality writing such as an annotated bibliography or literature review, transcribed interview or rewritten project proposal).

For PhDs with Creative Practice (Creative Writing; Film with Creative Practice; Theatre Studies and Playwriting)

- The student is advanced in examining and processing primary and secondary sources.
- The student demonstrates progress by providing a sample of the creative work (to be agreed with the supervisor). Consistent with the demands of critical or desk-based PhDs, creative practice submitted should be the equivalent of 15,000 words of material, or the equivalent combination of critical/creative work.
- The student further provides a draft chapter of the critical/analytical commentary.
- The quality and quantity of work so far produced indicates the student has an original thesis that can be completed on time. The expectation is that the student has produced up to one third of their overall thesis.
If a student does not meet the confirmation criteria at their summer term Panel, they will have to present their work at a further Panel to be held in August/September. If they are still unable to meet the criteria, they will be downgraded to MPhil status. The Confirmation Panel can make the following recommendations to the Research Students’ Progress Board (RSPB):

- Confirm PhD status
- Defer the decision regarding PhD status to the next Panel (this deferral can only happen once). Another Supervisory Panel will be held before the start of the next academic year for the Research Students’ Progress Board to make a final decision on a student's progress
- Change status to MPhil
- Discontinuation

(2) At the end of the Standard/Minimum Period (3 years full-time, 6 years part-time)

In order for a student to progress beyond the Standard/Minimum Period into a Completion Period (if necessary) the Panel will be asked to answer three questions:

- Has a substantial portion of the thesis been written in draft and is it of a satisfactory quality? Has all research been completed?
- Confirmation of the anticipated submission date
- Confirmation that the student has a clear plan of work for the completion period in order to submit their thesis at the end of this period

Please note, the Supervisory Panel and the Research Students’ Progress Board will only permit students to enter a completion period if they have completed all their milestones for their third year of study. This includes completing all research. Completion period will only be granted to students as a writing up period.

If students have not completed their research, the Supervisory Panel and the Research Students’ Progress Board will look to extend the students’ Minimum/Standard period instead (this would require students to pay a higher fee than completion period fees).

**Confirmation of PhD status**

When PhD status has been confirmed by the Research Students’ Progress Board the student will be sent a letter from the Department signed by either the Head of Department or the Director of Graduate Studies indicating that their formal registration status has been changed to PhD instead of MPhil/PhD. The Standard/Minimum Period will be unchanged. Students will continue to have two Supervisory Panels each year (and at least one for part-timers) and the full range of decisions regarding progress will remain open to the Panel.

This means that confirmation is not a guarantee that a subsequent recommendation of downgrading or discontinuation could not be made if good progress did not continue.

If the first Confirmation Panel does not recommend that a student’s PhD status should be confirmed the student will continue as an MPhil/PhD student until a second Confirmation Panel is held around three months later before the start of the next academic year. If, however, a student accepts the assessment that their status be downgraded or discontinued, then this change will take place immediately. In such cases, the student does not have a right of appeal. A student who is downgraded to MPhil will have revised Minimum and Maximum dates.

If the decision regarding PhD status is deferred to a second Confirmation Panel, or a student decides not to accept the recommendation of the first Confirmation Panel of downgrading or discontinuation, then a second Confirmation Panel will be held just before the start of the second year (beginning of the third year for part-timers).

If, following the second Confirmation Panel, PhD status is not confirmed, then the Panel will recommend to the Research Students’ Progress Board either downgrading to MPhil or discontinuation. At this point, a student has a right of appeal against that decision. The RSPB’s recommendation is made to the Deputy Dean of
Postgraduate Research and Education (Faculty of Humanities).

**Supervisory panel arrangements**

Supervisory Panel meetings will be arranged directly by the Senior Student Administrator. A calendar invite will be sent to you to your Essex email address and the Panel members with a suggested date/time within the below specified weeks. Please respond to the calendar invite as promptly as possible so meetings can be arranged quickly and efficiently.

**Timeline of the Supervisory Panel**

A Supervisory Panel must formally meet with a full-time student **twice every year** including in the completion and referral period (in January and May/June in the first year, and thereafter normally in November/December and May/June), and with a part-time student **at least once a year** (normally in May/June) including in the completion and referral period.

**For the 2019-20 academic year, supervisory panels will be held in the following weeks:**

<table>
<thead>
<tr>
<th>WEEKS</th>
<th>DATES</th>
<th>STUDENTS DUE TO ATTEND A PANEL</th>
</tr>
</thead>
</table>
| 8 and 9       | 18<sup>th</sup>-29<sup>th</sup> November 2019 | • All full-time students (except students starting in October 2019).  
• Students who are due to submit OR resubmit by January 2020  
• Students whose completion period OR extension to maximum period ends in January 2020  
• Students who are in their first term of completion period from October 2019 AND/OR are planning to submit their thesis by January 2020 |
| 20 and 21     | 10<sup>th</sup>-21<sup>st</sup> February 2020 | • All full-time students who started in October 2019.  
• Students who are due to submit OR resubmit by April 2020  
• Students whose completion period OR extension to maximum period ends in April 2020  
• Students who are in their first term of completion period from January 2020 AND/OR are planning to submit their thesis by April 2020 |
| 34, 35 and 36 | 18<sup>th</sup> May-5<sup>th</sup> June 2020 | • All full and part-time students including students who started in January 2020.  
• Students who are due to submit OR resubmit by October 2020  
• Students whose completion period OR extension to maximum period ends in October 2020  
• Students who are in their first term of completion period from April 2020 AND/OR are planning to submit their thesis by October 2020 |
| 47 and 48     | 17<sup>th</sup>-28<sup>th</sup> August 2020 | • Students who started in April 2020  
• Students whose progress decision was deferred at the Summer Research Students’ Progress Board. |
Submission of work to the Supervisory Panel

For each Supervisory Panel, the postgraduate researcher is required to produce the following materials:

- A Research Progress report (one page) (template will be sent in advance)
- Outline of thesis structure (one page) (template will be sent in advance)
- A piece of written work including bibliography and references (approximately 25 pages), the nature of which is decided upon by the supervisor in consultation with the researcher
- An updated CV (required for the first Supervisory Panel in the third year of your studies)

For the first supervisory panel in the first year, the paper submitted should be an annotated bibliography, i.e. a critical review of the literature in the field, which makes clear the postgraduate researcher’s own position regarding the existing literature, and the approach you intend to use. Please see the relevant milestones for more information.

For the second panel in the first year and panels in the second and third years, a draft (or polished) chapter is an appropriate paper.

Please send your panel submission electronically to the Senior Student Administrator by email attachment only by the following deadlines:

<table>
<thead>
<tr>
<th>WEEKS</th>
<th>DEADLINE</th>
<th>STUDENTS DUE TO SUBMIT WORK</th>
</tr>
</thead>
</table>
| 6     | Monday 4th November 2019 by 12 noon | • All full-time students (except students starting in October 2019).
• Students who are due to submit OR resubmit by January 2020
• Students whose completion period OR extension to maximum period ends in January 2020
• Students who are in their first term of completion period from October 2019 AND/OR are planning to submit their thesis by January 2020 |
| 18    | Monday 27th January 2020 by 12 noon | • All full-time students who started in October 2019.
• Students who are due to submit OR resubmit by April 2020
• Students whose completion period OR extension to maximum period ends in April 2020
• Students who are in their first term of completion period from January 2020 AND/OR are planning to submit their thesis by April 2020 |
| 32    | Monday 4th May 2020 by 12 noon    | All full and part-time students including students who started in January 2020.
• Students who are due to submit OR resubmit by October 2020
• Students whose completion period OR extension to maximum period ends in October 2020
• Students who are in their first term of completion period from April 2020 AND/OR are planning to submit their thesis by October 2020 |
The Senior Student Administrator will circulate your submission to the Panel members ahead of the Supervisory Panel meeting.

**Extenuating Circumstances**

If you have **extenuating circumstances** that you wish to make your Supervisory Panel and the Research Progress Students’ Board aware of, you will need to contact the Senior Student Administrator for the relevant form to complete. You must submit this form and supporting evidence with your work by the dates above.

You will need to indicate on the form whether you give permission for all decision-making staff (i.e. your Supervisory Panel and the Research Students’ Progress Board) to have access to the form and evidence.

**Research Students’ Progress Boards (RSPB)**

The Research Students’ Progress Board formally monitors the progress of all research students three/four times a year, on the basis of the first and second (and third if applicable) annual reports of the Supervisory Panel.

The Research Students' Progress Board will meet in the 2019/20 academic year on the following dates:

- 11 December 2019
- 11 March 2020
- 15 June 2020
- 2 September 2020

You will have the opportunity to comment on the reports of the Panel, in writing on your panel reports, for the Research Students’ Progress Board to consider.

The Research Students’ Progress Board is chaired by the Director of Graduate Studies and includes the Head of Department, the Director of Research and other senior academic members of staff. Each students’ Panel report and the recommendation from the Supervisory Panel will be considered at each meeting.

It is important to note that the Research Students’ Progress Board can overturn the recommendation from the Supervisory Panel if they feel that they disagree with the outcome that the Panel has recommended.

The final recommendation regarding your progress lies with the Research Students’ Progress Board.

You will be informed of the Research Students’ Progress Board’s decision regarding your progress by the Senior Student Administrator and/or the Postgraduate Research Education Team (depending on the decision made) in writing after each Research Students’ Progress Board meeting has been held.

If a Supervisory Panel report has recommended that you discontinue or that your status be changed, you will be given the opportunity to attend the meeting of the Research Students’ Progress Board reviewing the case. If the Research Students’ Progress Board decides to accept such a recommendation, you will be informed in writing and you may request a review at which point the University’s Guidelines for Supervisory Arrangements for Research Students come into operation and the Deputy Dean of Postgraduate Research Education (Faculty of Humanities) will set up a Review Committee.
**Ethics in research**

All research involving human participants, whether undertaken by the University's staff or students, **must** undergo an ethics review **by an appropriate body** and ethical approval **must** be obtained before it commences. You can find our Guidelines for Ethical Approval of Research Involving Human Participants [here](#). The online Ethical Approval application form can be found [here](#).

‘Human participants’ are defined as including living human beings, human beings who have recently died (cadavers, human remains and body parts), embryos and foetuses, human tissue and bodily fluids, and personal data and records (such as, but not restricted to medical, genetic, financial, personnel, criminal or administrative records and test results including scholastic achievements). **Research involving the NHS may require and research involving human tissue or adults lacking capacity to consent will require Health Research Authority approval.**

Please contact the Department's Ethics Officer, **Professor Karin Littau** or **Professor Jeffrey Geiger** (Spring term only), for any queries regarding ethics and ethical approval.

**Risk assessments in research**

If the research you are undertaking could potentially harm participants, researchers or the university (e.g. risks to physical or mental health, safeguarding or reputational, legal or financial risks) you will need to carry out a risk assessment, which you may be asked to provide as part of the ethics approval process. Your academic supervisor will be able to advise you on this.

You will also find information about risk assessment and managing health and safety risks on the student directory. Or email our [health and safety team](#) for advice or to book onto [Research Risk Assessment training](#).

If you are planning to carry out research abroad it is important that you research your destination, so that you are aware of security, safety or culture issues that may affect you or your research.

The University has comprehensive travel insurance, which you will be able to arrange by completing the online Travel Insurance Application Form.

You will find information about overseas travel and travel insurance on the [Student Directory](#).

**Graduate Teaching Assistant opportunities**

From their second year of research, PhD students are eligible to apply to become a Graduate Teaching Assistant (GTA) in the Department. As a GTA, you would have an opportunity to teach first year, or exceptionally second year, undergraduate modules and be mentored and supported in your teaching by our academic staff.

Details of the application process and dates of interview will be advertised in the Spring or Summer term prior to the academic year in which you will be teaching.

Please note that GTA positions are very competitive. Always first consult your supervisor about your ambition to apply for teaching as they would be able to evaluate what impact an engagement with teaching might have on your research.

If you have been offered an opportunity to teach, you are required to obtain the CADENZA certificate in your first year of teaching and attend the University’s two-day induction event for new GTAs and any other courses and/or workshops as appropriate.
Submission of thesis/dissertation

Notice of Intention to Submit (Approval of Thesis Title form)
You must submit your Approval of Thesis Title form to the Postgraduate Research Education Team AT LEAST two months before you are intending to submit your thesis for examination.

Please discuss your final title with your supervisor as once the form has been submitted, it cannot be changed once approval has been given.

You can obtain the form from the Senior Student Administrator. The form will need to be signed by the student and the supervisor and approved by the Head of Department.

The Postgraduate Research Education (PGRE) Team will contact students directly with confirmation of the approval of the title. The PGRE Team will also send students a RD1 form which they will need to complete and submit with their thesis.

Format of the thesis/dissertation

The agreed Departmental standard order of the thesis/dissertation is as follows:

- Title / Submission page
- Abstract (up to 300 words one page in length, double spaced, no pagination)
- Table of Contents (includes all page references to sections, chapters, and appendices that follow - note that sub-headed sections within chapters do not need to be listed on the table of contents - this is optional)
- List of Figures / Illustrations (if included, can be page numbered as roman numeral i, ii, etc.)
- Acknowledgements (if included, these can be numbered in roman numerals as ii, iii, iv, etc.)
- Page number 1 starts on the first page of the Introduction.
- Bibliography
- Appendices (if applicable)

Submitting the thesis/dissertation for examination

All candidates for Masters by Dissertation (MA or MSc), Master of Philosophy (MPhil), Doctor of Medicine (MD), Doctor of Philosophy (PhD) and Professional Doctorate must submit two copies of their thesis for examination. Candidates being examined as staff must also submit two copies of their thesis for examination.

The two copies of your thesis should be submitted for examination in an unbound format. They must be adequately secured (for example in spring-back binders or comb binding and not in ring binders or lever arch box files). They must not be overfilled and to avoid all risks of coming open and jeopardising examination, two binders must be used, if required.

All registration fees and debts must be paid before the thesis can be accepted for submission

You should submit to the Silberrad Student Centre:

- Two copies (one original and one good copy) of the thesis or dissertation.
- A submission form (RD1) completed and signed by yourself.

You are strongly advised to retain one good copy of the thesis or dissertation yourself.

Please note that you must provide an electronic copy of your submitted thesis to the Postgraduate Research Education Team if your examiner requests an electronic version or if your viva examination will be overseen by an Independent Chair.
All submitted copies of the thesis belong to the University and shall be returned to the candidate following the viva.

Please see the Policy on Thesis Submission for more details, including the front cover template to use.

**Submitting the thesis/dissertation to the Repository**

Following the completion of the examination process, the candidate will be notified via email that in order to gain their award they must submit one electronic version of their thesis to the online Research Repository. Following the receipt of this deposit, the candidate will be awarded their postgraduate research degree. Detailed thesis deposit instructions to the Repository can be found [here](#).

When depositing your thesis in the online Repository you will be required to read and accept the conditions stipulated in the Thesis Deposit Agreement.

Your thesis will be made open access when deposited in the online Research Repository. The Thesis Deposit Agreement outlines the availability of the thesis and how it will be stored in the Repository.

Students wishing to place a restriction on their thesis must do so in writing prior to submission of their thesis to repository@essex.ac.uk. Further information regarding restrictions can be found [here](#).

**PhD Creative Writing** students can apply to the Deputy Dean (Postgraduate Research Education for the Faculty of Humanities) for a permanent embargo on their thesis at the time of submission. Please contact the Senior Student Administrator for more information.

**The Viva Voce Examination**

The standard period between submitting your thesis and your viva voce examination is around *three/four months*. The timeline may vary if examiners have not been appointed in the appropriate time by your supervisor and approved by the Dean.

**Requirements for the Award**

A thesis submitted for the degree of Doctor/Master of Philosophy or Masters by Dissertation must embody the results of research carried out during the approved period of study. In the thesis/dissertation and the viva the candidate is required to conduct and present original investigations that make a significant contribution to knowledge, to test ideas, whether the candidate’s own or those of others, to understand the relationship of the theme of the investigations to a wider field of knowledge and to express themselves clearly and concisely.

In the case of a thesis/dissertation involving *original creative output*, the thesis/dissertation must embody the results of research carried out and/or output created during the approved period of study. The thesis/dissertation must contain a commentary that addresses the originality and artistic relevance of the work. Within the thesis/dissertation and viva the candidate must show evidence of the originality of the work, demonstrate an understanding of the relationship of the theme of the thesis/dissertation to a wider field of knowledge, make a significant contribution to knowledge/the genre, and must express themselves clearly and concisely.

**Viva voce examination membership and arrangements**

The viva examination will be arranged directly between the internal and external examiner (and the Independent Chair if applicable). The Senior Student Administrator will inform you of the date/time of the viva examination as well in advance as possible.
Present at the viva examination will be the internal examiner (a member of staff at the University) and the external examiner. In some cases, an Independent Chair will also be present. You will be informed in advance whether an Independent Chair has been appointed for the examination.

Your supervisor will not normally be present during your viva examination and will not normally have any contact with your examiners other than to arrange their appointment.

The examination will normally take place in the Department’s Meeting Room (5NW.6.18) or in the internal examiner’s office. The length of a viva will vary but is usually two to four hours long.

You are advised to re-read your thesis/dissertation and anticipate possible areas of questioning. You should bring a copy of your thesis/dissertation to the viva. You are advised to consult your supervisor on how best to prepare for the viva, who may arrange a mock examination.

Examiners’ recommendations

Examiners may recommend one of the following viva outcomes on academic grounds: A, B, C, D, E, F, G or H. Lower award: Masters by Dissertation. When the original examination was for a PhD and the candidate was referred for an MPhil there is no lower award.

The outcomes available for each degree, and any lower award, are specified in the programme requirements below. The outcomes are:

(a) **Pass with no corrections.**

(b) **Pass subject to minor typographical/presentational corrections.** The candidate makes any corrections prior to submission of the final version of the thesis.

(c) **Pass subject to minor corrections to be made within three months.** The examiners must provide a separate list of corrections that they wish to see made. Minor corrections should not require the candidate to conduct further research or undertake substantial further work. These include typographical errors, clarifying points, rephrasing, editing/adding paragraphs, correcting references, etc. The internal examiner must confirm in writing that these have been made satisfactorily. Corrections must be made and the thesis submitted within three months.

(d) **Pass subject to major corrections to be made within six months.** The examiners must provide a separate list of corrections that they wish to see made. Major corrections require the candidate to undertake substantial further work but the corrected thesis should not require re-examination. Such major corrections include more extensive editorial revisions, the addition of substantial new material, re-writing of substantial parts of the thesis, re-analysis of existing data, etc. The internal examiner must confirm in writing that these have been made satisfactorily. Corrections must be made and the thesis submitted within six months.

(e) **Referral for re-examination in up to 12 months.** The candidate has not met the requirements for the degree examined but may resubmit, on one occasion only, a revised thesis for re-examination within 12 months. The examiners must provide a separate statement describing the shortcomings of the thesis and the changes required. These may include, amongst other things, editorial corrections and revisions, rewriting a part, parts or the whole of the thesis, the carrying out of further research and/or experimental work. They must also specify the referral period, which should not normally be less than six months or exceed 12 months.

For viva outcomes (f) to (i) (below) the candidate is awarded a degree at a lower level from the qualification for which they were initially assessed (for example awarding an MPhil to a PhD candidate). In such cases, the examiners must clearly provide in their statement how the candidate has met the criteria for the lower award in addition to the reasons for not meeting the criteria for the higher award.

(f) **Award of a (lower award) with no corrections**

(g) **Award of a (lower award) subject to minor typographical/presentational corrections.** The candidate makes any corrections prior to submission of the final version of the thesis.
(h) **Award of a (lower award) with minor corrections to be made within three months.** The candidate has not met the requirements for the degree examined but has met the requirements for the (lower award) subject to the approval of minor corrections. The examiners must provide a list of the corrections that they wish to see made. Minor corrections should not require the candidate to conduct further research or undertake substantial further work. These include typographical errors, clarifying points, rephrasing, editing/adding paragraphs, correcting references, etc. The internal examiner must confirm in writing that these have been made satisfactorily. Corrections must be made and the thesis submitted within three months.

(i) **Award of a (lower award) with major corrections to be made within six months.** The candidate has not met the requirements for the degree examined but has met the requirements for the (lower award) subject to the approval of major corrections. The examiners must provide a list of the corrections that they wish to see made. Major corrections require the candidate to undertake substantial further work but the corrected thesis should not require re-examination. Such major corrections include more extensive editorial revisions, the addition of substantial new material, re-writing of substantial parts of the thesis, re-analysis of existing data, etc. and the internal examiner must confirm in writing that these have been made satisfactorily. Revisions must be made and thesis submitted within six months.

(j) **Referral for a (lower award).** The candidate has not met the requirements for the degree examined but may resubmit a revised thesis for re-examination for a (lower award). The examiners must provide a statement describing the shortcomings of the thesis and the changes required. These may include, amongst other things, editorial corrections and revisions, rewriting a part, parts or the whole of the thesis, the carrying out of further research and/or experimental work. They must also specify the referral period, which should not normally be less than six months or exceed 12 months.

(k) **Fail.** The examiners must provide a clear statement describing the shortcomings of the thesis.

**Publication of viva result**

Students will be officially notified of the result of the viva by the Postgraduate Research Education Team normally within **one month**.

Students are permitted to request copies of the examiners’ pre-viva reports when examining has been completed.
Progression of study

Changes to study
You should discuss any proposed change of degree title with your supervisor. Once you have decided you want to change your degree title, you will need to make a formal request using the online Change of Course/Degree title form available here.

Until your final term, you may request a transfer from one mode of study to another, for example from full time to part time, including distance learning, or vice-versa. You should discuss any proposed change with your supervisor.

If you are a sponsored student, you should discuss any proposed change with your funding body and/or check its terms and conditions. If you are a Research Council funded student, you should contact the Postgraduate Research Education team to discuss your request to change your mode of study.

Once you have decided you want to change your mode of study, you will need to make a formal request, using the online Change of Mode of Study form, which will need to be approved by your department and the Dean. You can find the form here.

If your request is approved your period of study will be adjusted pro-rata

Thinking of leaving or taking a break from your studies?
You may experience doubts at some point during your studies, if you’re thinking about leaving Essex, we’re here to support you and give you the advice you need to help you make an informed choice.

Intermission
Intermission is a temporary withdrawal or leave of absence from the University and provides you with the opportunity to take a break from your studies. Normally, this is for reasons beyond your control (e.g. health or personal problems) although other reasons are permitted. Intermission must be approved by the University first, so if you are thinking about intermitting, we strongly advise you to contact the Department and your Student Services Hub to talk to one of our advisers.

You should also read our guidance on intermitting very carefully. If your intermission is agreed to, we will also give you the advice and support you need to help you carry on with your studies.

Withdrawing
Withdrawing is the formal process for permanently leaving your programme of study and the University. If you are thinking of withdrawing, you should seek advice from your Department or the Student Services Hub at the earliest opportunity. It is very important that you discuss your circumstances with the University and follow the formal procedure for withdrawing. If the university is not formally notified, then you may risk continuing to incur further tuition or accommodation fees. More advice and information is available here.

Please read carefully our guidance on Tier 4 and course changes here.

Library Services
At our Colchester Campus, the Albert Sloman Library on Square 5 is open 24/7 and has a variety of study spaces over six floors, including individual and group work areas. The Library offers a wide range of learning resources, online and in print, with a dedicated Helpdesk, live chat and the opportunity to book appointments with your Subject Librarian to help you through your studies and beyond.
The library has a team of Subject Librarians who can help you to find appropriate resources for your assignments and show you how to search effectively. They can also provide advice on referencing and academic integrity, using reference management software, and evaluating sources.

Your Subject Librarian is Esther Wilkinson - contact her at ewilkin@essex.ac.uk or use the book a librarian form on the Library website to get in touch.

Skills for Success
We are committed to ensuring that every student can get the most out of their academic study and achieve their potential on their course. Whether you need support with researching, assignment writing, mathematics and statistics, digital skills, or English language for academic purposes, support is available to help you succeed during your time at University. Reach your potential and enhance your chances of success with classes, workshops, drop-in clinics and on-line resources.

The use of proofreading services
Many students seek ‘proofreading’ services at some point during their studies, but different editing practices at times go on in this name that may not be appropriate in an academic context and could potentially qualify as an academic offence. In a context where work is to be assessed, the University is keen to ensure as far as possible that students understand what proofreading work should entail and the acceptable boundaries to which any proofreading or editing must adhere to.

The University maintains a list of local freelance proofreaders who offer services to students and staff at Essex that have read and agreed to abide by the University’s policy and guidance on proofreading. The University's full policy and guidance can be found along with the list of local freelance proofreaders on the website.

Before considering the use of proofreading services, all students should first discuss their work with their personal tutors.

Learning a Language
Learn a language at Essex to increase your global and cultural awareness. Language learning can give you the confidence to work and travel internationally, expand your options for studying abroad, and get a competitive edge when you’re looking for a job. There are a number of ways to do it, so look online to discover the best option for you.

Academic Integrity and Academic Offences
The University expects students to complete all assessment with honesty and integrity and to follow our conventions for academic writing (including appropriate referencing of sources) and ethical considerations. If you don’t meet these expectations, then you may be charged with having committed an academic offence, a matter the University takes very seriously.

It is your responsibility to make yourself aware of the regulations governing examinations and how to correctly prepare your coursework. An academic offence can take place even if you didn’t mean to commit one, and examples include plagiarism or falsifying data or evidence.

If you aren’t sure what the conventions are, particularly in relation to referencing, you should ask your department and contact Skills for Success via the Student Services Hub.

More information about academic offences and getting support can be found here.
Referencing
Respecting authorship through good academic practice is one of the key values of higher education in the UK.

The University takes academic offences very seriously. You should read the sections of this Handbook which refer to referencing, coursework and the dissertation very carefully.

Referencing is a key academic/scientific skill. It is how you will acknowledge all sources used within a piece of work. You must reference all works used directly (quotes) and indirectly (paraphrasing and summarising).

Referencing allows you to give credit to authors’/researchers’ concepts and ideas/ideas and results, demonstrate your breadth of reading and knowledge on a subject, direct readers to your sources, and avoid plagiarism.

You should always use the best available sources of evidence, such as peer reviewed journals and recognised books.

The departmental referencing style is Chicago. To find out about your departmental referencing style and for help with referencing, visit the library website and take the Academic Integrity Moodle course.
Computers and your information

Computers

Using a campus computer
If you need to use a computer on campus our computer labs are the perfect place to study or work. We also have group study pods which are ideal for group projects. You can find a full list of computers available to use on our website. Many labs stay open until late and some are open 24/7. Labs may be booked for teaching, and so it is best to check availability first.

As part of your IT account at Essex, all students have full access to:

- **Office 365**
  Office 365 is an online version of the Microsoft Office suite of programmes. You can access these by logging into your account from anywhere, which means you can use Microsoft programmes from at home too.

- **1TB of OneDrive cloud storage space**
  OneDrive lets you create, edit, and share documents online so you can access them from anywhere in the world and from any device.

- **1 GB of local storage**
  This is known as your M: drive. You can only access this when logged onto a lab computer on campus. Go to ‘This PC’ and select the M: drive network. If you want to access documents saved here from your personal laptop, you will need to either save them in your OneDrive or transfer the documents in another secure method, such as via USB.

Information on other software available to students and general IT matters is available here.

IT Help and Guidance
You can search the Student Directory for more IT information, including how-to guides, answers to frequently asked questions, and links to video screencasts.

If you can’t find what you’re looking for, or if you need to talk to someone, then the IT Helpdesk team are here to assist you further.

Your information

Changes to your information
During your period of study at Essex, you wish to be known by a preferred name or update your legal name on our student record database (ESIS) if your circumstances change. It is important you keep your information up to date. Information about updating your name on your student record is available here.

Your personal information
We collect and hold lots of information about you, your course, and your progress so that we know who you are, what you’re doing, and how you are getting on. This means we can support you and also improve our services to reflect the need of our students.

All information about you is kept securely, and access to your information is only given to staff who need it in order to do their job. Where possible, we will ask you for your permission to share. You have a right to ask for copies of information we hold about you.

To find out more about what information we collect, what we do with it, who gets to see it, and your rights under the data Protection Act 2018, read our Privacy Notice for students.
Student Voice

At the University of Essex, the views, ideas and feedback of our students are at the heart of what the University does. The time students take to offer feedback is hugely appreciated. This feedback, both positive and developmental, is used to help make short- and longer-term improvements, both to the experience of current students, but also for Essex students of the future. You can do this in a number of ways:

Student Representatives

You can contact (or volunteer to be) a student representative who represent the voice of fellow students in departmental Student Voice Groups (SVG) and other University level committees.

PGR Course Representatives are a vital point of contact for a diverse and discerning postgraduate population. As an PGR Course representative, you will be expected to use a range of communication techniques to solicit feedback and queries from your fellow students, actively locating the voices that are under-represented, and to have the judgement to discriminate which issues need to be escalated to the Student Voice Groups, and which can be solved by more light-touch methods. You must excel in diplomacy, and know the importance of discretion, but still be prepared to take a stand on issues that matter to the student body – sometimes representing opinions counter to your own. You need to make sure that you have the time and inclination for a public-facing role whilst undertaking a demanding programme of studies.

For more information in becoming a PGR Course Representative, please contact the Director of Graduate Studies.

Student Voice Groups

Student Voice Groups (SVGs), formerly known as Student Staff Liaison Committees (SSLCs), are made up of elected student representatives and members of staff. SVGs typically meet once per term and provide an accessible arena for students to discuss with staff issues connected to teaching, learning and student support. They also provide an opportunity for the academic department/school/centre to consult with students and receive feedback on new proposals.
You Matter
We know university life can throw up all kinds of concerns and questions - if you need some information, advice or support to succeed, stay healthy and happy, we've got it covered.

Student Services Hub
If you need practical advice, a confidential conversation, or general information and guidance on University life, no matter what the issue is, the Student Services Hub is the place to go. Ask us about health and well-being, accommodation, careers services, money matters and much more. Your questions matter and you’ll get answers from our team of experts.

Health Centre
If you’re studying on a course for more than six months, you’re required to register with a local doctor. Our Colchester Campus has its own health centre or you can use the NHS Choices postcode finder to find your nearest doctor.

Disability and emotional wellbeing
We would encourage all new students with a disability, long term medical condition, specific learning difficulty or mental health difficulty to disclose and register with the Student Services Hub so that we can plan how best to support you in your studies.

You can find out about the support we offer here.

UK students may be eligible for a Disabled Students’ Allowance grant. See our webpages for more information, including application forms and key changes:

Your Student Services Hub provides advice, information and support on a range of health and wellbeing issues.

Counselling services
Our University offers a range of services and resources to support students with a variety of counselling opportunities:

Validium
The University works in partnership with an organisation called Validium to offer short-term counselling to help you explore and work through problems and difficulties that are causing distress and interfering with your life at University.

You might be worried, depressed, confused or feeling bad about yourself. There might be a problem in your family, friendships or with your partner, or you might be experiencing difficulties with your work and exams. Counselling can provide a safe space for you to talk through and explore your feelings.

You can also contact the Validium 24-hour Student Wellbeing Support Line. You will be able to have an initial chat, in confidence, about the difficulties you’re experiencing and the support available to you.

Call 0800 970 5020 or +44 141 271 7168.

Chat with Charlie
Chat with Charlie offers online mental health support every evening between 6pm – 10pm. You can get support with exam stress, relationships, low mood, anxiety or anything else which may be troubling you, however big or small it may seem.
Log on just to chat or find out how to get additional support. For more information, contact wellbeing@essex.ac.uk

Nightline
Established at Essex in 1970, Nightline is a friendly help and support service run by students, for students. We work under strict confidentiality ensuring complete anonymity, and we’re always willing to listen. From tea and toast to camp beds, whether you’re waiting for a taxi, need a revision break, or just want to chat, pop in or call us.

Money management
If you get into financial difficulty you should get help and talk to someone as soon as possible. The sooner your problem is identified, the sooner it can be solved. Advisers in our Student Services Hub and our independent SU Advice can listen and talk you through the issues you are experiencing.

Students’ Union Advice
Our SU Advice service also offers free, confidential, independent and impartial advice on many issues that might be affecting you. Our friendly, trained staff are on hand to support you throughout your time at Essex. You can speak to us about Academic processes and procedures, representation at University meetings, Tier 4 UK visa extensions, housing, complaints, welfare and consumer issues.

Residence Life
Our Residence Life team is here to help you settle in and support you during your time living on campus. Each residents’ assistant (RA) is assigned an area and will aim to get to know you and organise a range of social activities. Plus they can help if you’ve got any concerns or complaints. Residence Life operates outside of office hours when other University support services are closed.

Religion, faith and beliefs
We’re proud of our vibrant and diverse multicultural community and welcome everyone, of all faiths and none. The calm, friendly and supportive atmosphere in our Faith Centre is a welcoming place for staff, students and the wider community to meet, interact and engage with each other.

www.essex.ac.uk/students/experience/mfc

Harassment support
We are Essex. We encourage a culture of dignity and respect. We’re committed to upholding an environment that’s free from any form of harassment or bullying. Though rare, these incidents can occur and if they do our Harassment Report and Support Service of trained Harassment Support Workers are on hand to help.

https://www.essex.ac.uk/student/report/report-harassment
https://www.essex.ac.uk/student/equality-and-diversity
https://www.essex.ac.uk/welcome

We pride ourselves on being a welcoming and inclusive student community. We offer a wide range of support to individuals and groups of student members who may have specific requirements, interests or responsibilities – to help you fulfil your potential.

https://www.essex.ac.uk/student/student-communities
https://www.essex.ac.uk/student/access-and-disability
Health and safety on campus
Our campuses are generally very safe environments. We want to ensure that things stay this way. In order to achieve this we work closely with local agencies including the police and borough councils. Take a look at our website for general advice and information.

Please familiarise yourself with fire safety and emergency evacuation procedures for your accommodation, work or study location. If you have a permanent or temporary disability that may mean you have difficulty in evacuating one or more areas, you can arrange for a Personal Emergency Evacuation Plan (PEEP).

Please take note of our advice on the safe use of electrical items and prohibited electrical items in residential and non-residential areas.

You will find further health and safety information connected with your studies and life on our campuses in the Student Directory under health, safety and wellbeing.

If you have any health and safety concerns or need to report an incident, please do get in touch here.

Making a Complaint
The University is a large community engaged in many activities of both an academic and non-academic nature. From time to time, you may feel dissatisfied with some aspect of your dealings with the University and, when that happens, it is important that the issue is dealt with constructively and as quickly as possible without risk of disadvantage or recrimination.

The University aims to resolve complaints quickly and informally in accordance with the Student concerns and complaints procedure which can be found on our website.

https://www1.essex.ac.uk/students/experience/complaints.aspx
Student Development

Careers Services
Get valuable, one-to-one advice from careers specialists throughout your time at Essex and beyond. You can access our services via the Student Services Hub or log in to CareerHub+ whether you have one hundred questions or just don’t know where to start! We offer one-to-one advice and guidance, job-hunting workshops, CV and job application reviews, and online services for creating CVs, interview preparation and job vacancies.

CareerHub+
Find hundreds of part-time jobs, internships and graduate vacancies, book on to careers events and workshops, take career assessments, practice your interview skills, build your CV, and connect with employers on CareerHub+, the online Essex careers and jobs portal. Login with your Essex username and password.

Big Essex Award
The University’s Big Essex Award gives you recognition for all your extra-curricular achievements. All of your Big Essex Award activities go onto your Higher Education Achievement Report (HEAR). Get involved and get ahead of the game. Activate your HEAR and get started.

Frontrunners
Challenge yourself. Frontrunners is Essex’s unique on-campus work placement scheme for students. You’ll get the chance to work on real projects in real workplaces and develop real skills for you to enhance your CV. You’ll get fully trained in your role and you’ll get paid for it.

Volunteering
Join the vTeam and be the difference. There are plenty of opportunities to volunteer during your time at Essex. The vTeam, run by the Students Union, is a fantastic opportunity to meet new people, make friends, give something to the local community, and gain valuable skills.

Essex Interns
Essex interns create paid internships exclusively for you as an Essex student. They’re flexible too; part time during term time or full time in vacations. You can even take part up to three years after you graduate, as part of our Essex graduates support package. Sign up for Essex Interns to kick-start your career.
You Are Essex

Year and Degree Marks
As your studies draw to a close, and once your exam board has met, it takes up to five working days for your results to be confirmed. You will be sent an email to inform you when the results are live on a password protected web page. You will be able to see your marks obtained and any decisions that you must make in order to progress to the next stage of study.

Please keep your Essex email account activated (by sending one email now and again and checking your inbox regularly) after you have submitted your dissertation.

Graduation
The culmination of all your hard work, Graduation ceremonies take place at our Colchester Campus each July in the Ivor Crewe Lecture Hall. All eligible students studying at our Colchester, Loughton and Southend Campuses will be invited to attend.

Job References

Requesting references from members of staff
If you require a personal reference, always ask permission from a member of staff before giving their name as a referee. You should consider from whom it is most appropriate to request a reference and who will be best equipped to evidence your character and performance in the subject.

For example, your supervisor or members of your supervisory panel are likely to be more suitable than other lecturers. Every reasonable effort will be made to meet a request for reference for a student who has undertaken study within our Department. Requests received from students who have graduated from the University within the last three years will be prioritised. Requests received outside of this period may, of course, be met if a member of staff is equipped with the necessary information and is willing to provide a reference.

It is always helpful if you can provide the member of staff with details about the course or job you have applied for and, if relevant, a CV or other summary of your qualifications and experience. Please try to ask for references in good time (at least three weeks in advance) – it is not always possible for a member of staff to write a reference immediately.

Copies of references
A copy of any reference provided will be retained within our department for no longer than three years for taught students.

Alumni
Essex is forever and although your time here will fly by, you’ll be part of the Essex family for life. When you graduate, you’ll get an alumni card and join a community of over 100,000 fellow graduates around the world. We’d love to keep in touch and invite you to our alumni events, networking and volunteering opportunities, as well as offer you special alumni benefits. Want to know more? Visit our website https://www.essex.ac.uk/alumni
Appendix

Departmental Style Guide
This guide should be used as the stylistic basis for all theses and dissertations submitted for examination. It describes good practice in all the aspects of formatting, quotation, and referencing that you are likely to need to use, and adheres to widely recognised standards in scholarly writing. It is based upon the Chicago style guide.

There is often a good deal of nervousness regarding academic style, particularly over referencing. However, it is, for the most part, simply a case of following straightforward models, which are described in this document. Nothing outlined here is particularly complex, so following these guidelines should help you in submitting clear, well-referenced work. You should always bear in mind that good, coherent style and accurate, properly formatted references are vital research skills. As such, note that you can expect to lose marks if this style sheet is not followed for MA essays and dissertations.

Basics
- Use 12-point font and at least 1.5 line spacing (except for footnotes, which can be 10-point and single spaced).
- Number all pages (using the page-numbering function on your word-processing package).
- Always read through your work carefully before submitting it, checking for spelling and grammatical errors. **DO NOT** rely on your computer’s automatic spelling and grammar checking functions, and **NEVER** use these without reading through the essay again afterwards.

Quotations
- Always make sure that your quotations are clearly identified as another’s words, cited in the manner described in the ‘Referencing’ section, below.
- Short quotations do not need to be indented from your main text.
  - Prose quotations of fewer than 50 words should be run on as part of the text, in quotation marks.
  - Two or three lines of verse should be run on with the lines separated by a forward slash: e.g. “In the room the women come and go / Talking of Michelangelo”.
- Long quotations of more than 50 words, or of several lines of verse, dialogue, etc., should be indented
- If you wish to skip over part of a sentence you are quoting, indicate this by an ellipsis (. . .) or four dots (full stop plus ellipsis . . . .) if you run over the end of a sentence. Explanatory words added by you within quotations are indicated by square brackets.
  - Make sure that you use punctuation to make your quotations fit in smoothly and logically with your own prose.
  - If the quotation begins a new sentence or distinct new point, a colon or full stop is probably most appropriate: “Punctuation is as vital to strong writing as the words used.”
  - If the quotation continues the point, functioning as a new clause in a sentence, “then a comma should be sufficient.”
  - As well as correctly citing your quotation with a footnote, identify the source in your main text, using such phrases as “As John Smith suggests”.
  - Do not italicise quotations, unless the original text is italicised. If you use italics to **emphasise** a particular word or phrase in a quotation, make this clear in square brackets [my italics].

Footnotes and references
You must **ALWAYS** acknowledge the source of:
- any direct quotation from a published work;
- any idea from a published work which has significantly influenced your argument, even if you do not make a direct quotation;
- any repetition of material from another of your own essays;
- any other quoted or directly influential source, such as lecture notes, presentations, or seminar discussions.

The rule of thumb for footnotes is to be brief and clear.
Please refer to the University webpages for information on plagiarism if you are at all unclear about the definition.

**Footnotes and parenthetical citations: the basics**

After quotation from, or reference to, any work, indicate a footnote by a raised number, thus.¹

Footnotes should appear at the foot of the page to which they apply. Your word-processing package will allow you to enter footnotes automatically (usually ‘Insert Footnote’), but pay attention to the ‘Options’ menu (always choose Arabic numbering) and use ‘Format Style, Footnote Text’ to arrange the notes in readable fashion.

**Footnote formatting - general**

Footnote formatting for citing book, journal, film, internet (and so on) sources generally follows the very similar format as for bibliographical citations (see ‘Bibliography,’ below, for key differences), except that the author name runs—forename—followed by citation details. For instance,


If you are quoting from a source multiple times in the same essay, you can provide one footnote with the citation details of the text, followed by the statement “subsequent page references in text.” For example, footnote 1 might read:

_____________________________________

After this, page references for this text can go in parentheses after quotations:

Freud describes the word “civilization” as, “the whole sum of the achievements and the regulations which distinguish our lives from those of our animal ancestors” (544).

Woolf’s novel concludes with the third section, “The Lighthouse,” where Lily’s memory of Mrs Ramsey is reframed; Lily finds herself “tunnelling her way” into the past (355).

**Citing dramatic works**

The first footnote reference should cite author, title, place, publisher, date, page number (for more detailed examples see below). Act and scene numbers should always appear in parentheses after the quotation. No further footnote is needed for the same play, though further parenthetical citations should indicate page, act, scene, and line numbers (if given) using the form (V.ii.19-22), where the sequence of upper case Roman, lower case Roman, and finally Arabic signifies act V, scene ii, lines 19-22.

**Citing poetry**

The first footnote should cite author, title, place, publisher, date, page number. Line numbers should always appear in parentheses after the quotation. No further footnote is needed for the same poem, though further parenthetical citations should cite page and line number(s) (for example: p. 12, l. 12). Multiple lines of a poetic work are signified by ‘ll.’ (for example, p. 12, ll. 12-15). Long poems, such as The Aeneid or The Faerie Queene are referenced by their internal divisions into, for example, books and cantos and stanzas (III. x.12). Shorter poems are referenced simply by line numbers (ll. 45-53).

**Citing films**

The first mention of all films in an essay should immediately be followed by a parenthetical reference to the year in which it was released. For example, “In Alfred Hitchcock’s *The Birds* (1963), Tippi Hedren plays Melanie Daniels ...” Any direct quotation from a film does not usually need to be cited, but a complete filmography can be included in the essay.

**Footnote sample entries: from the Chicago Manual of Style (15th edition)**

**Book**
One author

Two authors

Four or more authors

Author’s work as edited (scholarly) edition

Editor, translator, or compiler instead of author

Edited, translated, or compiled poetry collection

Edited, translated, or compiled dramatic work

Chapter or other part of a book

Book published electronically

Journal article (or individual poetic work)
Poem in collection

Article in a print journal

Article in an online journal

Popular magazine or newspaper article
Book review

Spoken lecture (or seminar)
5 Jonathan White, lecture on Dracula (Bram Stoker), University of Essex, 15 December 2009.

Paper presented at a meeting or conference

Websites
Web entry or comment

Online database

Bibliography
Whether or not you have referred to them directly, list at the end of an essay all the books and articles you have consulted. Bibliographies are arranged in alphabetical order by author with the author’s surname given first.


Book
One author

Two authors

Author’s work as edited (scholarly) edition

Editor, translator, or compiler instead of author

Edited, translated, or compiled poetry collection


Edited, translated, or compiled dramatic work


Chapter or other part of a book
Book published electronically

Journal article (or individual poetic work)
Poem in collection

Article in a print journal

Article in an online journal

Popular magazine or newspaper article

Book review

Spoken lecture (or seminar)

Paper presented at a meeting or conference

Websites
Web entry or comment

Item in online database

Filmography
Model one: After the first direct reference to a film in an essay, a footnote should appear which includes the following information: the film title, director’s name, two or three of the principal players, the studio or production company that released it, and the year. Further citations are not necessary. For example:

OR
Model two: Rather than a footnote, the essay can simply quote directly from the film without any references. It should, however, present a filmography at the end of the document, which includes: the film title, director, principal players, the studio or production company, and the year of release. For example:
Referencing in Creative Writing commentaries

Referencing for creative writing commentaries should be done in the same way as for critical essays. Creative work itself does not usually require referencing. If references are used, students are advised to follow the departmental style guide or, where this interferes with the aesthetic of the writing, to consult their supervisor.